



Department of Development
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West Lafayette, Indiana 47906
Phone: 765-775-5160

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster
Nicole Stocks, Accounting III

FROM: Chandler M. Poole, Director of Development

DATE: March 31, 2016

SUBJECT: New Intern – Amy Wroblewski

I request permission to engage a new intern, Amy Wroblewski. Amy is a Purdue Student working on obtaining her Bachelor of Science Degree in Management as well as Strategy and Organizational Management. Amy is also the Senior Vice President of Delta Sigma Pi, a Professional Business Fraternity. Amy will be working 3 days a week for approximately 22.5 hours a week. Amy will be assisting with promotion and organization for events put on by the Department of Development, researching property ownership for rental inspections, assisting the West Lafayette Public Arts teams and other duties as assigned. She will work for \$10/hour from May 9, 2016 through the summer with a possible extension into the fall.